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PROCEDURE FOR PROVIDING SUPPLEMENTAL DISTRIBUTION OF SO DISSEMINATIONS

When the multilith mat is originally run by RC, 5 extra copies of the SO are made for the RC extra-copy file to fill promptly requests from the SO Divisions; and 5 extra copies are made for an extra-copy file in Archives. The mats and sufficient copies for distribution, including the 5 extra Archives copies, are sent to OGD. OGD forwards the mats and extra copies to Archives, where they are filed separately.

Requests for additional copies, except requests within OSC, are received and processed by OGD Liaison, the latter calling upon Archives to provide them with additional copies to satisfy approved requests. Such additional copies are provided by Archives from the 5 extra copies until these have all been used. In case all extra copies have been distributed, the mat will be pulled, and sent to Reproduction in Alexandria with a reproduction requisition for the copies needed (not for additional copies to replenish original stock). It is at this point that the procedure is most open to criticism.

The multilith process is not well adapted to re-running of mats. If mats are to be later re-run, they should be cleaned and treated with preservative when originally run, but RC does not have the time to do this. Consequently, before Reproduction can re-run the mat, they must first spend considerable time in cleaning it, and even then copies obtained are not too good. Even the ditto masters, formerly used for SO disseminations, give poor copies when re-run.

Statistics showing approximate volume of requests serviced by Reproduction during the last three months are as follows:

		<u>No. Requests</u>	<u>No. Copies(not total pages)</u>
March	Ditto	181	253
	Multilith	859	1458
April	Ditto	267	315
	Multilith	772	1663
May	Ditto	105	109
	Multilith	939	2541

Since the multilith process has only recently been adopted for SO disseminations, it can be assumed that most of the multilith requests above would be for OO disseminations, and the ditto for SO.

An analysis of the figures shown indicates that requests for re-runs from ditto masters over the three-month period have been for an average of 1.2 copies per request; for re-runs from multilith mats an average of 2.2 copies; for an over-all average of only 2 copies per request. This

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is scarcely an economical operation, especially in the case of multilith where 10 to 15 sheets must usually be run for each mat before a legible copy can be obtained on a re-run.

Archives does not call RC, before sending a master to Reproduction, to see whether any copies are available in the RC extra-copy file.

The following is suggested as a more satisfactory procedure:

RC prints 10 extra copies for Archives, instead of 5, when the multilith mat is originally run. These are sent to Archives through OCD. As at present, at least 5 extra copies will also be printed for the RC extra-copy file.

The multilith mat is destroyed by RC.

Archives fills requests for additional copies from the stock of 10 extra copies.

If these 10 copies have been used in any case, needed copies would then be reproduced from the Archives record copy on an Autostat machine which would be procured at a cost of approximately \$300 and installed in Archives.

The extra-copy file in Archives would be progressively purged so that it would never go back further than, say, one year.

Advantages of this method would be:

For RC:

Eliminate the handling of mats after the SO has been run, grouping of the mats into sets of 10 to correspond to similar groupings of reproduced SO's to be sent to OCD for distribution (groups of SO's and mats are sent to OCD under separate cover because of the larger size of the mats, which cannot be folded); enveloping or wrapping the groups of mats (average of 300 sets of 10 each per month), and consequent addressing; typing receipts for each of these groups, listing individual mats by SO number; checking returned receipts from OCD against retained copies.

For OCD:

Eliminate handling, receipting for and forwarding mats to Archives.

For Administrative Services:

Eliminate filing of mats, which are filed separately from extra copies, and preparation of reproduction requisitions.

Lighten messenger burden.

Remove considerable work of processing, record-keeping and printing in Reproduction.

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